

JUDGE RAKOFF

06 CV 5251

William H. Roth (WR 8264)
Wechsler & Cohen, LLP
17 State Street, 15th Floor
New York, New York 10004
(212) 847-7900
Attorneys For Plaintiff Stephanie Tullo

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

-----X
STEPHANIE TULLO,

Plaintiff,

-against-

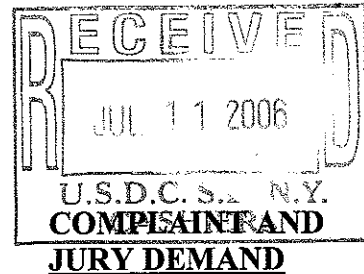
McCALL PATTERN, CO.,

Defendant.
-----X

Plaintiff, Stephanie Tullo, by her attorneys, Wechsler & Cohen, LLP, for her
Complaint alleges:

Parties, Jurisdiction and Venue

1. Plaintiff, Stephanie Tullo is a natural person who was employed by Defendant McCall Pattern, Co. since 1963.
2. McCall Pattern, Co. is a corporation with a principal place of business at 11 Penn Plaza, New York, New York.
3. Jurisdiction in this Court arises by reason of 28 U.S.C. § 1331 because the action arises under the laws of the United States, or alternatively, under 28 U.S.C. §1343 (a), (4) because it seeks to recover damages under Acts of Congress providing for the protection of civil rights.



CIV.

ECF Case

4. This is an action brought pursuant to Title VII of the Civil Rights Act of 1964 (42, U.S. C. § 2000e *et seq.*), the Age Discrimination in Employment Act (29 U.S.C. § 621 *et seq.*), the New York State Human Rights Law (N.Y. Executive Law § 296 *et seq.* and the New York City Human Rights Law, N.Y.C. Admin Code § 8-101 *et seq.* Jurisdiction over the State and City claims arise from 28 U.S.C. § 1367, pursuant to principles of supplemental jurisdiction.

5. Venue is proper pursuant to 28 U.S.C. § 1391 (b) (1) because defendant resides in this District.

Exhaustion of Administrative Remedies

6. Plaintiff filed a timely charge of the claims alleged herein with the Equal Employment Opportunity Commission ("EEOC"). On May 26, 2006, the EEOC issued a 'Right to Sue' letter, a copy of which is annexed hereto as Exhibit A.

Facts Giving Rise To Claim

7. Stephanie Tullo is a female who at the time of her termination was 60 years of age. She was employed at McCall for 42 years, where she rose to the position of Director of Administrative Services, for which she received an annual salary of approximately \$90,000.

8. Ms. Tullo's job performance was always outstanding. Year after year her annual reviews characterized her job performance in the highest category of excellence provided for in the evaluation forms. Attached hereto as Exhibit B are copies of her performance evaluations covering the last ten years of her employment. On each occasion, her overall performance was judged, by different senior officers of the

company, as being "outstanding." She continued to excel in her job performance after the last performance evaluation that she received in March 2005.

9. On November 3, 2005, Robin Davies, President of Defendant McCall Pattern Co. called Stephanie Tullo into his office. No one else was present at the meeting, even though it is Company policy that when significant personnel issues are discussed, two people from management, usually one of whom is in Human Resources, attend such meetings. At the November 3, 2005 meeting, Davies told Ms. Tullo that now that she was 60 years of age she should want to retire. Ms. Tullo who still lives and works with great vitality, told Mr. Davies that she did not want to retire. Mr. Davies urged her a second time, in view of her age, to retire. When Ms. Tullo declined to retire, Mr. Davies advised her that her employment was terminated as of December 31, 2005. Ms. Tullo's age was the only factor Mr. Davies referred to in advising her that her employment was being terminated. Ms. Tullo was in fact terminated as of December 31, 2005.

10. After Ms. Tullo's termination, her job functions were performed in substantial part by Ramon Roncal, a 45 year-old male who is less experienced and less competent in fulfilling the job requirements than Ms. Tullo was.

11. Subsequent to the November 3, 2005 meeting between Davies and Tullo, McCall Pattern announced that it was implementing a company-wide reduction in force. Upon information and belief, McCall Pattern terminated the employment of 11 people as part of that reduction in force. Upon information and belief, all 11 employees who were terminated as part of the reduction in force were women. Such disparate impact evidences a discriminatory motive to single out employees for termination on the basis of their sex, rather than any bona fide attribute of their performance or their job functions.

First Claim For Relief

12. McCall Pattern discriminated against Stephanie Tullo by discharging her on account of her age. Such behavior by McCall Pattern is prohibited by the Age Discrimination in Employment Act, 29 U.S.C. § 623 (a) (1), The New York State Human Rights Law, N. Y. Executive Law § 296 (a) and New York City Human Rights Law N.Y.C. Administrative Code §8-101 *et seq.*

13. McCall Pattern's action in terminating Stephanie Tullo was intentional, willful and constitutes the sort of outrageous and wanton behavior which justifies imposition of punitive damages.

Second Claim For Relief

14. Plaintiff reasserts and realleges the statements made in Paragraphs 1 through 8 and 11, above.

15. By reason of the foregoing, McCall Pattern discriminated against Stephanie Tullo by discharging her on the basis of her sex. Such behavior is prohibited by Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2001e- 2(a), N. Y. Executive Law §296 (a) and New York City Human Rights Law, N.Y.C. Administrative Code §8-101 *et seq.*


16. McCall Pattern's action in terminating Stephanie Tullo was intentional, willful and constitutes the sort of outrageous and wanton behavior which justifies imposition of punitive damages.

WHEREFORE, Plaintiff Stephanie Tullo demands judgment in her favor against McCall Pattern Co. for monetary damages, including, but not limited to compensatory damages, front-pay, back-pay liquidated damages, punitive damages,

prejudgment interest calculated from the date of her discharge, the attorney's fees, costs and disbursements she incurs in connection with this proceeding and for whatever further and additional relief which this Court deems just and proper.

Dated: New York, New York
July 11, 2006

WECHSLER & COHEN, LLP

By: 

William H. Roth (WR 8264)

Attorneys for Plaintiff
17 State Street, 15th Floor
New York, New York 10004
(212) 847-7900

Jury Demand

Plaintiff demands a jury trial of all issues.

EEOC Form 161-B (3/98)

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
NOTICE OF RIGHT TO SUE (ISSUED ON REQUEST)

To: **Stephanie Tullo**
1742 Union Avenue
Hewlett, NY 11557

From: **Boston Area Office - 523**
John F. Kennedy Fed Bldg
Government Ctr, Room 475
Boston, MA 02203



On behalf of person(s) aggrieved whose identity is
CONFIDENTIAL (29 CFR §1601.7(a))

EEOC Charge No.

EEOC Representative

Telephone No.

520-2006-00868

Edward J. Ostolski,
Investigator

(617) 565-3214

(See also the additional information enclosed with this form.)

NOTICE TO THE PERSON AGGRIEVED:

Title VII of the Civil Rights Act of 1964 and/or the Americans with Disabilities Act (ADA): This is your Notice of Right to Sue, issued under Title VII and/or the ADA based on the above-numbered charge. It has been issued at your request. Your lawsuit under Title VII or the ADA must be filed in a federal or state court **WITHIN 90 DAYS** of your receipt of this notice; or your right to sue based on this charge will be lost. (The time limit for filing suit based on a state claim may be different.)



More than 180 days have passed since the filing of this charge.



Less than 180 days have passed since the filing of this charge, but I have determined that it is unlikely that the EEOC will be able to complete its administrative processing within 180 days from the filing of this charge.



The EEOC is terminating its processing of this charge.



The EEOC will continue to process this charge.

Age Discrimination in Employment Act (ADEA): You may sue under the ADEA at any time from 60 days after the charge was filed until 90 days after you receive notice that we have completed action on the charge. In this regard, the paragraph marked below applies to your case:



The EEOC is closing your case. Therefore, your lawsuit under the ADEA must be filed in federal or state court **WITHIN 90 DAYS** of your receipt of this Notice. Otherwise, your right to sue based on the above-numbered charge will be lost.

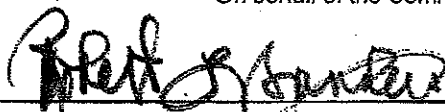


The EEOC is continuing its handling of your ADEA case. However, if 60 days have passed since the filing of the charge, you may file suit in federal or state court under the ADEA at this time.

Equal Pay Act (EPA): You already have the right to sue under the EPA (filing an EEOC charge is not required.) EPA suits must be brought in federal or state court within 2 years (3 years for willful violations) of the alleged EPA underpayment. This means that **backpay due for any violations that occurred more than 2 years (3 years) before you file suit may not be collectible.**

If you file suit, based on this charge, please send a copy of your court complaint to this office.

On behalf of the Commission


Robert L. Sanders,
Area Office Director

MAY 26 2006

Enclosures(s)

(Date Mailed)

cc: **MCCALL PATTERN CO.**
11 Penn Plaza
New York, NY 10001

2/12/97
 Date

REQUEST FOR PERSONNEL ACTION

Tullo Stephanie M F
 [] [X]
 First Name Social Security Number
 050-36-0002
 171 Harbor View North Lawrence New York 11559
 Apt. # City State Zip

<input type="checkbox"/>	PLACE ON PAYROLL
<input type="checkbox"/>	REMOVE FROM PAYROLL
<input type="checkbox"/>	TRANSFER
<input type="checkbox"/>	REVISED JOB CLASSIFICATION AND/OR SALARY RATE
<input type="checkbox"/>	MEDICAL LEAVE OF ABSENCE
<input type="checkbox"/>	UNPAID LEAVE OF ABSENCE
<input checked="" type="checkbox"/>	OTHER: Change in next review date only.
<input checked="" type="checkbox"/>	EXEMPT
<input type="checkbox"/>	NON-EXEMPT
<input type="checkbox"/>	REGULAR
<input type="checkbox"/>	TEMPORARY
PRESENT STATUS	
NEW STATUS	
Administrative Services	
Administrative Services	
09.505	
09.505	
March 1, 1997	
Director, Admin. Services	
Director, Admin. Services	
XI	
XI	
\$51,060-74,699-98,338	
\$51,060-76,174-101,288	

Department
 Staff Number
 Effective Date
 Job Title
 Grade
 Salary Range

Present Salary \$77,700/yr.
 Increase _____ %
 Decrease _____ %
 Salary To Be \$77,700/yr.

Date of Hire _____
 Date of Last Review 9/1/95
 % Increase 0
 Amount of Last Review 0

COMMENTS
 No salary action.
 Next review date: 9/1/98.

TERMINATIONS ONLY
 19__ Vacation Days _____
 19__ Vacation Days _____
 Total Vacation Days _____

Supervisor Initiating Action
 Date 9/14/97
 Department Head
 Final Authorization
 Date
 R. Hermann
 p 403

EXEMPT PERFORMANCE APPRAISAL

EMPLOYEE'S NAME Stephanie Tullo DATE HIRED 10 7 63
 (Month) (Day) (Year)

EMPLOYEE'S JOB TITLE Director, Administrative Svces. TIME ON THIS JOB _____
 (To be completed by supervisor)

SUPERVISOR'S NAME Marvin Zemel DATE THIS REPORT SENT TO SUPERVISOR January 10, 1997

Factor to be Rated	FOR EACH FACTOR, CHECK THE STATEMENT THAT MOST ACCURATELY DESCRIBES THIS EMPLOYEE.				
KNOWLEDGE OF WORK <i>Knowledge and understanding of phases of this job and related jobs.</i>	Has an unsatisfactory knowledge of this job.	Fair knowledge, but needs more training.	Has a good working knowledge of job.	Well informed on all phases of job.	Has a thorough knowledge of this and other jobs. ✓
COMMENT:					
QUALITY OF WORK <i>Accuracy and thoroughness of work which meets standardized and accepted standards of performance.</i>	Below standard. Needs constant checking.	Usually acceptable but must be checked occasionally.	Meets accepted standards regularly. Needs very little checking.	Uniformly accurate and thorough.	Maintains highest quality standards. ✓
COMMENT:					
QUANTITY OF WORK <i>Volume of work based on recognized standards of performance.</i>	Consistently low and behind schedule.	Fair amount. Should be increased.	Steady producer. Regularly meets recognized standards.	Always turns out a good volume.	Unusually high output. ✓
COMMENT:					
DEPENDABILITY <i>Compliance with instructions, regulations. Reliability under varying circumstances.</i>	Frequently undependable.	Fairly dependable, but requires more than normal follow-up.	Dependable under normal circumstances.	More than normal dependability.	Thoroughly reliable on all assignments. ✓
COMMENT:					
COOPERATION <i>Cooperation with associates, subordinates and others.</i>	Uncooperative, careless and indifferent. Irritates others.	Indifferent to importance of co-operation. Occasionally creates unfavorable impression.	Meets others halfway. Does not create unsatisfactory impression.	Always helpful and cooperative. Creates good impression.	Goes out of way to be cooperative. Gets work done smoothly. Creates outstanding impression. ✓
COMMENT:					

EFFECTIVENESS OF PLANNING <i>Planning, i.e., determining what shall be done; or when; where, or by whom; or how it shall be done.</i>	Planning is frequently ineffective or too late.	Planning is sometimes incomplete, ineffective, or too late.	Planning generally complete, effective and usually thorough.	Planning almost always sound and effective, complete and on time.	Planning always sound and effective, complete, thorough and on time. ✓
COMMENT:					
SUPERVISORY RELATIONSHIPS <i>Ability to secure results through subordinates.</i>	Ineffective in handling subordinates.	Handles all supervisory aspects of his job in satisfactory manner.	Is an outstanding supervisor. Builds and maintains high employee morale and motivates subordinates to a high level of performance. ✓		
COMMENT:					

IDENTIFY STRENGTHS: *Stephen has a fine command of his staff and is very conscientious in execution.*

IDENTIFY AREAS NEEDING IMPROVEMENT: _____

WHAT ADDED TRAINING OR EXPERIENCE WOULD MAKE THIS EMPLOYEE MORE VALUABLE? _____

WHAT IS THIS EMPLOYEE'S ALL AROUND JOB PERFORMANCE? (CHECK THE STATEMENT BELOW THAT BEST DESCRIBES YOUR APPRAISAL OF THE EMPLOYEE.)

DESCRIPTION OF ALL AROUND JOB PERFORMANCE	CHECK
Outstanding	✓
Very Good	
Satisfactory	
Marginally Acceptable	
Unacceptable	

ADDITIONAL COMMENTS: _____

REPORT PREPARED BY: *[Signature]* DATE: *Jan 29, 1997*

REPORT REVIEWED BY: *[Signature]* DATE: *Feb 4, 1997*

THIS APPRAISAL WAS DISCUSSED WITH THE EMPLOYEE ON: _____

Signature of Employee _____

REQUEST FOR PERSONNEL ACTION

Date

Tullo	Stephanie	M <input type="checkbox"/> F <input checked="" type="checkbox"/>	050-36-0002
Last Name (Print)		First Name	Social Security Number
171 Harbor View North	Lawrence	New York	11559
Street	Apt. #	City	State Zip

<input type="checkbox"/>	PLACE ON PAYROLL
<input type="checkbox"/>	REMOVE FROM PAYROLL
<input type="checkbox"/>	TRANSFER
<input type="checkbox"/>	REVISED JOB CLASSIFICATION AND/OR SALARY RATE
<input type="checkbox"/>	MEDICAL LEAVE OF ABSENCE
<input type="checkbox"/>	UNPAID LEAVE OF ABSENCE
<input checked="" type="checkbox"/>	OTHER: <u>Change in next review date only.</u>
<input checked="" type="checkbox"/>	EXEMPT
<input type="checkbox"/>	NON-EXEMPT
<input checked="" type="checkbox"/>	REGULAR
<input type="checkbox"/>	TEMPORARY

	PRESENT STATUS	NEW STATUS
Department	Administrative Services	Administrative Services
Staff Number	09.505	09.505
Effective Date		September 1, 1995
Job Title	Director, Admin. Services	Director, Admin. Services
Grade	XI	XI
Salary Range	\$51,060-73,267-95,474	\$51,060-74,699-98,338

Present Salary \$77,700/yr. Increase _____ %
 Decrease _____ %
 Salary To Be \$77,700/yr.

Date of Hire _____
 Date of Last Review 3/1/94
 % Increase 5.0%
 Amount of Last Review \$3,700/yr.

R. Romano 1/22/96 M.K. Butler 2/5/96	COMMENTS
	No salary action.
	Next review date: 3/1/97.

TERMINATIONS ONLY
 19__ Vacation Days _____
 19__ Vacation Days _____
 Total Vacation Days _____

Supervisor Initiating Action M. Hermann	Date 2/1/96	Department Head _____	Date _____
Division Head R. Hermann	Date _____	Final Authorization _____	Date _____

EXEMPT PERFORMANCE APPRAISAL

EMPLOYEE'S NAME Stephanie Tullo

DATE HIRED October 7, 1963
(Month) (Day) (Year)

EMPLOYEE'S JOB TITLE Director, Admin. Services

TIME ON THIS JOB _____
(To be completed by supervisor)

SUPERVISOR'S NAME Marvin Zemel

DATE THIS REPORT SENT TO SUPERVISOR November 21, 1995

FACTOR TO BE RATED	FOR EACH FACTOR, CHECK THE STATEMENT THAT MOST ACCURATELY DESCRIBES THIS EMPLOYEE.				
KNOWLEDGE OF WORK <i>Knowledge and understanding of all phases of this job and related jobs.</i>	Has an unsatisfactory knowledge of this job.	Fair knowledge, but needs more training.	Has a good working knowledge of job.	Well informed on all phases of job.	Has a thorough knowledge of this and other jobs. ✓
COMMENT:					
QUALITY OF WORK <i>Accuracy and thoroughness with which work meets recognized and accepted standards of performance.</i>	Below standard. Needs constant checking.	Usually acceptable but must be checked occasionally.	Meets accepted standards regularly. Needs very little checking.	Uniformly accurate and thorough.	Maintains highest quality standards. ✓
COMMENT:					
QUANTITY OF WORK <i>Volume of work based upon recognized standards of performance.</i>	Consistently low and behind schedule.	Fair amount. Should be increased.	Steady producer. Regularly meets recognized standards.	Always turns out a good volume.	Unusually high output. ✓
COMMENT:					
DEPENDABILITY <i>Compliance with instructions and regulations. Reliability under varying circumstances.</i>	Frequently undependable.	Fairly dependable, but requires more than normal follow-up.	Dependable under normal circumstances.	More than normal dependability.	Thoroughly reliable on all assignments. ✓
COMMENT:					
COOPERATION <i>Cooperation with associates, superiors and others.</i>	Uncooperative, careless and indifferent. Irritates others.	Indifferent to importance of co-operation. Occasionally creates unfavorable impression.	Meets others halfway. Does not create unsatisfactory impression.	Always helpful and cooperative. Creates good impression.	Goes out of way to be cooperative. Gets work done smoothly. Creates outstanding impression. ✓
COMMENT:					

EFFECTIVENESS OF PLANNING <i>Planning, i.e., determining what shall be done; or when; where, or by whom; or how work shall be done.</i>	Planning is frequently ineffective or too late.	Planning is sometimes incomplete, ineffective, or too late.	Planning generally complete, effective and usually thorough.	Planning almost always sound and effective, complete and on time.	Planning always sound and effective, complete, thorough and on time. ✓
	COMMENT:				
SUPERVISORY RELATIONSHIPS <i>Ability to secure results through subordinates.</i>	Ineffective in handling subordinates.	Handles all supervisory aspects of his job in satisfactory manner.	Is an outstanding supervisor. Builds and maintains high employee morale and motivates subordinates to a high level of performance. ✓		
	COMMENT:				

IDENTIFY STRENGTHS: *Her plan is very knowledgeable and conscientious about all aspects of her job.*

IDENTIFY AREAS NEEDING IMPROVEMENT: *Constant look out for money - saving opportunities*

WHAT ADDED TRAINING OR EXPERIENCE WOULD MAKE THIS EMPLOYEE MORE VALUABLE? _____

WHAT IS THIS EMPLOYEE'S ALL AROUND JOB PERFORMANCE? (CHECK THE STATEMENT BELOW THAT BEST DESCRIBES YOUR APPRAISAL OF THE EMPLOYEE.)

DESCRIPTION OF ALL AROUND JOB PERFORMANCE	CHECK
Outstanding	✓
Very Good	
Satisfactory	
Marginally Acceptable	
Unacceptable	

ADDITIONAL COMMENTS: _____

REPORT PREPARED BY: *[Signature]* DATE: *12/24/95*

REPORT REVIEWED BY: *[Signature]* DATE: *1/2/96*

THIS APPRAISAL WAS DISCUSSED WITH THE EMPLOYEE ON: _____

Signature of Employee: *[Signature]*

REQUEST FOR PERSONNEL ACTION

Tullo		Stephanie		M	F	050-36-0002	
Last Name		First Name				Social Security Number	
1742 Union Avenue		Hewlett		New York		11557	
Street		Apt.		City		State Zip	

Department Staff Number Effective Date Job Title Grade Salary Range	<input type="checkbox"/>	PLACE ON PAYROLL
	<input type="checkbox"/>	REMOVE FROM PAYROLL
	<input checked="" type="checkbox"/>	REVISED JOB CLASSIFICATION AND/OR SALARY RATE
	<input type="checkbox"/>	OTHER:
	<input type="checkbox"/>	(X) EXEMPT () NON-EXEMPT
	<input type="checkbox"/>	(X) REGULAR () TEMPORARY
	PRESENT STATUS	
	NEW STATUS	
	Administrative Services	
	09.505	
March 1, 2005		
Director, Administrative Services		
XI		
\$51,060-83,643-116,225		
\$51,060-83,643-116,225		

Present Salary: <u>\$86,561/yr.</u>	Increase: <u>\$4,328/yr.</u> <u>5.0</u> %	Salary To Be: <u>\$90,889/yr.</u>	NEW HIRES ONLY DOH: _____ DOB: _____
	Decrease: _____ _____ %		Date of Last Review: <u>September 1, 2003</u> % Increase: <u>3.0</u> Amount of Last Review: <u>\$2,521/yr.</u>
	Next Review Date: <u>September 1, 2006</u>		

J. Ellis M.K. Butler	COMMENTS		TERMINATIONS ONLY 2005 Vacation Days: _____ 2006 Vacation Days: _____ Total Vacation Days: _____
	Merit Increase.		

Supervisor Initiating Action H. Miller	Date <u>3/4/05</u>	Department Head	Date
Division Head R. Davies	Date <u>3/4/05</u>	Final Authorization	Date

THE McCALL PATTERN COMPANY

EXEMPT PERFORMANCE APPRAISAL

EMPLOYEE'S NAME	Stephanie Tullo	DATE HIRED	10/7/63
EMPLOYEE'S JOB TITLE	Director, Administrative Services	TIME ON THIS JOB	
SUPERVISOR'S NAME	Henry Miller	DATE SENT TO SUPERVISOR	2/18/05

CTOR TO BE RATED	FOR EACH FACTOR, CHECK THE STATEMENT THAT MOST ACCURATELY DESCRIBES THIS EMPLOYEE.				
KNOWLEDGE OF WORK Knowledge and understanding of all phases of this job and related jobs.	Has an unsatisfactory knowledge of this job	Fair knowledge, but needs more training.	Has a good working knowledge of job.	Well informed on all phases of job.	Has a thorough knowledge of this and other jobs. X
	COMMENT: Stephanie has a thorough knowledge of her position which includes a variety of disciplines and affects all areas of the New York Office.				
QUALITY OF WORK Accuracy and thoroughness in which work meets recognized and accepted standards of performance	Below standard. Needs constant checking.	Usually acceptable but must be checked occasionally.	Meets accepted standards regularly. Needs very little checking.	Uniformly accurate and thorough. X	Maintains highest quality standards.
	COMMENT: (Empty)				
QUANTITY OF WORK Amount of work based on recognized standards of performance.	Consistently low and behind schedule	Fair amount. Should be increased.	Steady producer. Regularly meets recognized standards.	Always turns out a good volume.	Unusually high output. X
	COMMENT: Stephanie is a very dedicated employee who does whatever it takes to get the job done.				
DEPENDABILITY Compliance with instructions and regulations. Reliability under varying circumstances.	Frequently undependable.	Fairly dependable, but requires more than normal follow-up	Dependable under normal circumstances.	More than normal dependability.	Thoroughly reliable on all assignments. X
	COMMENT: (Empty)				
COOPERATION Cooperation with associates, superiors and others.	Uncooperative, careless and indifferent. Irritates others.	Indifferent to importance of co-operation. Occasionally creates unfavorable impression.	Meets others halfway. Does not create unsatisfactory impression.	Always helpful and cooperative. Creates good impression. X	Goes out of way to be cooperative. Gets work done smoothly. Creates outstanding impression.
	COMMENT: (Empty)				

EFFECTIVENESS OF PLANNING Planning, i.e., determining what shall be done; or when; or by whom; or how shall be done.	Planning is frequently ineffective or too late.	Planning is sometimes incomplete, ineffective, or too late.	Planning generally complete, effective and usually thorough.	Planning almost always sound, effective, complete and on time.	Planning always sound and effective, complete, thorough and on time. X
COMMENT: 					
SUPERVISORY RELATIONSHIPS Ability to secure results from subordinates.	In effective in handling subordinates. Imitates others.	Handles all supervisory aspects of his job in satisfactory manner.	Is an outstanding supervisor. Builds and maintains high employee morale and motivates subordinates to a high level of performance. X		
COMMENT: Stephanie's people work with the same "Get the job done" attitude as she does.					

IDENTIFY STRENGTHS: Stephanie has a strong knowledge of the requirements of her job and the internal motivation to persevere to the completion of each project. Stephanie is also very organized and handles multiple functions well.

IDENTIFY AREAS NEEDING IMPROVEMENT:

WHAT ADDED TRAINING OR EXPERIENCE WOULD MAKE THIS EMPLOYEE MORE VALUABLE?

WHAT IS THIS EMPLOYEE'S ALL AROUND JOB PERFORMANCE? (CHECK THE STATEMENT BELOW THAT BEST DESCRIBES YOUR APPRAISAL OF THE EMPLOYEE.)

DESCRIPTION OF ALL AROUND JOB PERFORMANCE	CHECK
Outstanding	X
Very Good	
Satisfactory	
Marginally Acceptable	
Unacceptable.	

ADDITIONAL COMMENTS:

REPORT PREPARED BY: Henry Miller

DATE: 3/1/05

REPORT REVIEWED BY: [Signature]

DATE: 3/3/05

3 APPRAISAL WAS DISCUSSED THE EMPLOYEE ON:

3/15/05

Signature of Employee

Stephanie Miller

Date

REQUEST FOR PERSONNEL ACTION

M

F

Tullo

Stephanie

050-36-0002

Last Name

First Name

Social Security Number

1742 Union Avenue

Hewlett

New York

11557

Street

Apt.

City

State

Zip

<input type="checkbox"/>	PLACE ON PAYROLL
<input type="checkbox"/>	REMOVE FROM PAYROLL
<input checked="" type="checkbox"/>	REVISED JOB CLASSIFICATION AND/OR SALARY RATE
<input type="checkbox"/>	OTHER:
<input type="checkbox"/>	(X) EXEMPT () NON-EXEMPT
<input type="checkbox"/>	(X) REGULAR () TEMPORARY
PRESENT STATUS	
NEW STATUS	
Department	Administrative Services
Staff Number	09.505
Effective Date	September 1, 2003
Job Title	Director, Administrative Services
Grade	XI
Salary Range	\$51,060-81,950-112,840

Present Salary: \$84,040/yr.

Increase: \$2,521/yr.
3.0 %

Decrease: _____ %

Next Review Date:
March 1, 2005

Salary To Be: \$86,561/yr.

NEW HIRES ONLY

DOH: _____

DOB: _____

Date of Last Review:

September 1, 2001

% Increase: 4.0

Amount of
Last Review: \$3,233/yr.

COMMENTS

Merit Increase.

TERMINATIONS

ONLY

2003 Vacation Days: _____

2004 Vacation Days: _____

Total Vacation Days: _____

P. Stampf
P. Stampf

M.K. Butler
M.K. Butler

J. Kobiskie
Supervisor Initiating Action
J. Kobiskie

R. Hermann
Division Head
R. Hermann

8/18/03
Date

8/21/03
Date

Department Head

Date

Final Authorization

Date

The McCall Pattern Company

EXEMPT PERFORMANCE APPRAISAL

EMPLOYEE'S NAME Stephanie Tullo DATE HIRED 10 07 1963
 (Month) (Day) (Year)

EMPLOYEE'S JOB TITLE Director, Admin. Services TIME ON THIS JOB _____

SUPERVISOR'S NAME John Kobiskie DATE THIS REPORT SENT TO SUPERVISOR August 1, 2003
 (To be completed by supervisor)

FACTOR TO BE RATED	FOR EACH FACTOR, CHECK THE STATEMENT THAT MOST ACCURATELY DESCRIBES THIS EMPLOYEE.				
KNOWLEDGE OF WORK <i>Knowledge and understanding of all phases of this job and related jobs.</i>	Has an unsatisfactory knowledge of this job.	Fair knowledge, but needs more training.	Has a good working knowledge of job.	Well informed on all phases of job.	Has a thorough knowledge of this and other jobs. X
COMMENT: Stephanie continues to have a very thorough knowledge of all areas of her responsibility.					
QUALITY OF WORK <i>Accuracy and thoroughness with which work meets recognized and accepted standards of performance.</i>	Below standard. Needs constant checking.	Usually acceptable but must be checked occasionally.	Meets accepted standards regularly. Needs very little checking.	Uniformly accurate and thorough.	Maintains highest quality standards. X
COMMENT: Her work remains thorough and well thought out.					
QUANTITY OF WORK <i>Volume of work based upon recognized standards of performance.</i>	Consistently low and behind schedule.	Fair amount. Should be increased.	Steady producer. Regularly meets recognized standards.	Always turns out a good volume.	Unusually high output. X
COMMENT: Stephanie continues to meet agreed upon deadlines and assignments.					
DEPENDABILITY <i>Compliance with instructions and regulations. Reliability under varying circumstances.</i>	Frequently undependable.	Fairly dependable, but requires more than normal follow-up.	Dependable under normal circumstances.	More than normal dependability.	Thoroughly reliable on all assignments. X
COMMENT: Stephanie remains reliable in a crunch situation to get the task completed. She receives calls all hours of the day and night, which must be dealt with in a timely manner.					
COOPERATION <i>Cooperation with associates, superiors and others.</i>	Uncooperative, careless and indifferent. Irritates others.	Indifferent to importance of co-operation. Occasionally creates unfavorable impression.	Meets others halfway. Does not create unsatisfactory impression.	Always helpful and cooperative. Creates good impression.	Goes out of way to be cooperative. Gets work done smoothly. Creates outstanding impression. X
COMMENT: Stephanie has a difficult job, which can cause conflict, but she continues to do an admirable job in dealing with these difficult situations and people.					

EFFECTIVENESS OF PLANNING <i>Planning, i.e., determining what shall be done; or when; where, or by whom; or how work shall be done.</i>	Planning is frequently ineffective or too late.	Planning is sometimes incomplete, ineffective, or too late.	Planning generally complete, effective and usually thorough.	Planning almost always sound and effective, complete and on time.	Planning always sound and effective, complete, thorough and on time. X
COMMENT: Stephanie's plans and completes her tasks with minimal supervision.					
SUPERVISORY RELATIONSHIPS <i>Ability to secure results through subordinates.</i>	Ineffective in handling subordinates.	Handles all supervisory aspects of his job in satisfactory manner.	Is an outstanding supervisor. Builds and maintains high employee morale and motivates subordinates to a high level of performance. X		
COMMENT: Stephanie continues to get results from her subordinates.					

IDENTIFY STRENGTHS: Stephanie is one of the individuals who continues to take responsibility and gets the task or job completed with thorough planning. Stephanie continues to look for new vendors and methods to save the Company operating expense.

IDENTIFY AREAS NEEDING IMPROVEMENT: _____

WHAT ADDED TRAINING OR EXPERIENCE WOULD MAKE THIS EMPLOYEE MORE VALUABLE? _____

WHAT IS THIS EMPLOYEE'S ALL AROUND JOB PERFORMANCE? (CHECK THE STATEMENT BELOW THAT BEST DESCRIBES YOUR APPRAISAL OF THE EMPLOYEE.)

DESCRIPTION OF ALL AROUND JOB PERFORMANCE	CHECK
Outstanding	X
Very Good	
Satisfactory	
Marginally Acceptable	
Unacceptable	

ADDITIONAL COMMENTS: Stephanie is a very loyal and dedicated employee.

REPORT PREPARED BY: [Signature] DATE: 8/12/2003

REPORT REVIEWED BY: [Signature] DATE: 8/13/2003

THIS APPRAISAL WAS DISCUSSED WITH THE EMPLOYEE ON: [Signature]

Date 8-20-03 Signature of Employee [Signature]

8/20/01

Date

REQUEST FOR PERSONNEL ACTION

M

F

Tullo

Stephanie

☐
☒

050-36-0002

Last Name

First Name

Social Security Number

1742 Union Avenue

Hewlett

New York

11557

Street

Apt.

City

State

Zip

<input type="checkbox"/>	PLACE ON PAYROLL
<input type="checkbox"/>	REMOVE FROM PAYROLL
<input checked="" type="checkbox"/>	REVISED JOB CLASSIFICATION AND/OR SALARY RATE
<input type="checkbox"/>	OTHER:
<input type="checkbox"/>	(X) EXEMPT () NON-EXEMPT
<input type="checkbox"/>	(X) REGULAR () TEMPORARY
PRESENT STATUS	
NEW STATUS	
Administrative Services	Administrative Services
09.505	09.505
	September 1, 2001
Director, Administrative Services	Director, Administrative Services
XI	XI
\$51,060-79,780-108,500	\$51,060-81,950-112,840

Department
Staff Number
Effective Date
Job Title
Grade
Salary Range

Present Salary: \$80,808/yr.

Increase: \$3,232/yr.
4.0 %

Decrease: _____ %

Next Review Date:
March 1, 2003

Salary To Be: \$84,040/yr.

NEW HIRES ONLY

Date of Hire: _____

Date of Birth: _____

Date of Last Review:

March 1, 2000

% Increase: 4.0

Amount of:

Last Review: \$3,108/yr.

COMMENTS

Merit Increase.

TERMINATIONS

ONLY

2001 Vacation Days: _____

2002 Vacation Days: _____

Total Vacation Days: _____

P. Stampf

M.K. Butler

Supervisor Initiating Action
J. Kopskie

Division Head
R. Hermann

Date

8/21/01

Date

Department Head

Date

Final Authorization

Date

EXEMPT PERFORMANCE APPRAISAL

EMPLOYEE'S NAME Stephanie Tullo DATE HIRED 10 07 1963
 (Month) (Day) (Year)

EMPLOYEE'S JOB TITLE Director, Administrative Services TIME ON THIS JOB _____

SUPERVISOR'S NAME John Kobiskie DATE THIS REPORT SENT TO SUPERVISOR July 3, 2001
 (To be completed by supervisor)

FACTOR TO BE RATED	FOR EACH FACTOR, CHECK THE STATEMENT THAT MOST ACCURATELY DESCRIBES THIS EMPLOYEE.				
KNOWLEDGE OF WORK <i>Knowledge and understanding of all phases of this job and related jobs.</i>	Has an unsatisfactory knowledge of this job.	Fair knowledge, but needs more training.	Has a good working knowledge of job.	Well informed on all phases of job.	Has a thorough knowledge of this and other jobs.
				X	
COMMENT: Stephanie has a very thorough knowledge of all areas of her responsibility.					
QUALITY OF WORK <i>Accuracy and thoroughness with which work meets recognized and accepted standards of performance.</i>	Below standard. Needs constant checking.	Usually acceptable but must be checked occasionally.	Meets accepted standards regularly. Needs very little checking.	Uniformly accurate and thorough.	Maintains highest quality standards.
				X	
COMMENT: Her work is thorough and well thought out. The recent renovation and move have been executed very well and in a timely manner.					
QUANTITY OF WORK <i>Volume of work based upon recognized standards of performance.</i>	Consistently low and behind schedule.	Fair amount. Should be increased.	Steady producer. Regularly meets recognized standards.	Always turns out a good volume.	Unusually high output.
				X	
COMMENT: Stephanie always meets agreed upon deadlines and assignments.					
DEPENDABILITY <i>Compliance with instructions and regulations. Reliability under varying circumstances.</i>	Frequently undependable.	Fairly dependable, but requires more than normal follow-up.	Dependable under normal circumstances.	More than normal dependability.	Thoroughly reliable on all assignments.
					X
COMMENT: Stephanie can always be relied upon in a crunch situation to get the task completed. She receives calls all hours of the day and night, which must be dealt with in a timely manner. Again, the recent move and renovation planning and implementation have gone exceptionally well.					
COOPERATION <i>Cooperation with associates, superiors and others.</i>	Uncooperative, careless and indifferent. Irritates others.	Indifferent to importance of co-operation. Occasionally creates unfavorable impression.	Meets others halfway. Does not create unsatisfactory impression.	Always helpful and cooperative. Creates good impression.	Goes out of way to be cooperative. Gets work done smoothly. Creates outstanding impression.
				X	
COMMENT: Stephanie has a difficult job, which can cause conflict, but she does an admirable job in dealing with these difficult situations and people.					

EFFECTIVENESS OF PLANNING <i>Planning, i.e., determining what shall be done; or when; by whom; or how it shall be done.</i>	Planning is frequently ineffective or too late.	Planning is sometimes incomplete, ineffective, or too late.	Planning generally complete, effective and usually thorough.	Planning almost always sound and effective, complete and on time. X	Planning always sound and effective, complete, thorough and on time.
COMMENT: Stephanie plans and completes her tasks with minimal supervision. Stephanie has been the equivalent of a general contractor on the Butterick renovation and has done an excellent job with that role.					
SUPERVISORY RELATIONSHIPS <i>Ability to secure results through subordinates.</i>	Ineffective in handling subordinates.	Handles all supervisory aspects of his job in satisfactory manner.	Is an outstanding supervisor. Builds and maintains high employee morale and motivates subordinates to a high level of performance. X		
COMMENT: Stephanie continues to get results from her subordinates.					

NOTIFY STRENGTHS: Stephanie is one of the individuals who takes responsibility and gets the task or job completed with thorough planning. In the recent month she has efficiently managed the renovation and implanted procedures at Butterick, which ~~has~~ ^{have} saved the Company money.

NOTIFY AREAS NEEDING IMPROVEMENT:

WHAT ADDED TRAINING OR EXPERIENCE WOULD MAKE THIS EMPLOYEE MORE VALUABLE?

WHAT IS THIS EMPLOYEE'S ALL AROUND JOB PERFORMANCE? (CHECK THE STATEMENT BELOW THAT BEST DESCRIBES YOUR APPRAISAL OF THE EMPLOYEE.)

DESCRIPTION OF ALL AROUND JOB PERFORMANCE	CHECK
Outstanding	X
Very Good	
Satisfactory	
Marginally Acceptable	
Unacceptable	

ADDITIONAL COMMENTS: Stephanie is a very loyal and dedicated employee.

REPORT PREPARED BY: [Signature] DATE: 8/15/2001

REPORT REVIEWED BY: [Signature] DATE: 8/20/01

DISCUSSION APPRAISAL WAS DISCUSSED WITH THE EMPLOYEE ON:

9/14/01 Signature of Employee [Signature]

The McCall Pattern Company

February 18, 2000

Date

REQUEST FOR PERSONNEL ACTION

Stephanie

M ☐ F ☒

050-36-0002

Social Security Number

Name (Print)

First Name

Union Avenue

Hewlett

New York

11557

Apt. #

City

State

Zip

PLACE ON PAYROLL

REMOVE FROM PAYROLL

~~TRANSFER~~

XX

REVISED JOB CLASSIFICATION AND/OR SALARY RATE

MEDICAL LEAVE OF ABSENCE

UNPAID LEAVE OF ABSENCE

OTHER: _____

☒ EXEMPT☐ NON-EXEMPT☒ REGULAR☐ TEMPORARY

PRESENT STATUS

NEW STATUS

Department

Administrative Services

Administrative Services

Staff Number

09.505

09.505

Effective Date

March 1, 2000

Job Title

Director, Admin. Services

Director, Admin. Services

Grade

XI

XI

Date of Hire _____

Salary Range

\$51,060-79,780-108,500

\$51,060-79,780-108,500

Increase \$3,108/yr.
4.0 %

Present Salary \$77,700/yr.

Decrease _____ %

Salary To Be \$80,808/yr.

Date of Last Review 3/1/94
5.0 %

% Increase

Amount of Last Review \$3,700/yr.

COMMENTS

Merit increase.

Next review date: September 1, 2001.

TERMINATIONS ONLY

19__ Vacation Days _____

19__ Vacation Days _____

Total Vacation Days _____

[Signature]
 Date
 2/22/00
[Signature]
 Date
 2/22/00
 Department Head
 Final Authorization
 Date

[Signature]
 Date
 2/22/00
 Date

Department Head

Date

Final Authorization

Date

EXEMPT PERFORMANCE APPRAISAL

Stephanie Tullo

EMPLOYEE'S NAME

DATE HIRED

10

7

63

(Month)

(Day)

(Year)

EMPLOYEE'S JOB TITLE Director, Administrative Services

TIME ON
THIS JOB

(To be completed by supervisor)

SUPERVISOR'S NAME John Kobiskie

DATE THIS REPORT
SENT TO SUPERVISOR

January 4, 2000

FACTOR TO BE RATED	FOR EACH FACTOR, CHECK THE STATEMENT THAT MOST ACCURATELY DESCRIBES THIS EMPLOYEE.				
KNOWLEDGE OF WORK <i>knowledge and understanding of all phases of this job and related jobs.</i>	Has an unsatisfactory knowledge of this job.	Fair knowledge, but needs more training.	Has a good working knowledge of job.	Well informed on all phases of job.	Has a thorough knowledge of this and other jobs.
				X	
COMMENT: Stephanie has an excellent knowledge of all areas of her responsibility.					
QUALITY OF WORK <i>accuracy and thoroughness with which work meets recognized and accepted standards of performance.</i>	Below standard. Needs constant checking.	Usually acceptable but must be checked occasionally.	Meets accepted standards regularly. Needs very little checking.	Uniformly accurate and thorough.	Maintains highest quality standards.
				X	
COMMENT: Her work is thorough and well thought out					
QUANTITY OF WORK <i>volume of work based on recognized standards of performance.</i>	Consistently low and behind schedule.	Fair amount. Should be increased.	Steady producer. Regularly meets recognized standards.	Always turns out a good volume.	Unusually high output.
					X
COMMENT: Stephanie always meets agreed upon deadlines.					
DEPENDABILITY <i>compliance with instructions and regulations. Reliability under varying circumstances.</i>	Frequently undependable.	Fairly dependable, but requires more than normal follow-up.	Dependable under normal circumstances.	More than normal dependability.	Thoroughly reliable on all assignments.
					X
COMMENT: Stephanie can always be relied upon in a crunch situation to get the task completed. She receives calls all hours of the day and night, which must be dealt with in a timely manner.					
COOPERATION <i>cooperation with associates, superiors and others.</i>	Uncooperative, careless and indifferent. Irritates others.	Indifferent to importance of co-operation. Occasionally creates unfavorable impression.	Meets others halfway. Does not create unsatisfactory impression.	Always helpful and cooperative. Creates good impression.	Goes out of way to be cooperative. Gets work done smoothly. Creates outstanding impression.
					X
COMMENT: Stephanie has a difficult job, which can cause conflict, but she does an admirable job in dealing with these difficult situations and people.					

**EFFECTIVENESS
PLANNING**

ing, i.e., determining
shall be done; or when;
s, or by whom; or how
shall be done.

Planning is frequently
ineffective or too late.

Planning is sometimes
incomplete, ineffective,
or too late.

Planning generally
complete, effective and
usually thorough.

Planning almost always
sound and effective,
complete and on time.

Planning always
sound and effective,
complete, thorough
and on time.

X

COMMENT:

Stephanie's plans and completes her tasks with minimal supervision.

**SUPERVISORY
RELATIONSHIPS**

ty to secure results
high subordinates.

Ineffective in
handling subordinates.

Handles all supervisory
aspects of his job in
satisfactory manner.

Is an outstanding supervisor. Builds and maintains high employee morale and
motivates subordinates to a high level of performance.

X

COMMENT:

Stephanie gets results from her subordinates.

JUSTIFY STRENGTHS: Stephanie is one of the individuals who takes responsibility and gets the task or
job completed with thorough planning. In the past year she suggested and implemented a new "Fed EX
system, which has saved the Company money. She implemented a new local phone system, which saved
the Company money too.

JUSTIFY AREAS NEEDING IMPROVEMENT: _____

WHAT ADDED TRAINING OR EXPERIENCE WOULD MAKE THIS EMPLOYEE MORE VALUABLE? _____

WHAT IS THIS EMPLOYEE'S ALL AROUND JOB PERFORMANCE? (CHECK THE
STATEMENT BELOW THAT BEST DESCRIBES YOUR APPRAISAL OF THE EMPLOYEE.)

DESCRIPTION OF ALL AROUND JOB PERFORMANCE	CHECK
Outstanding	X
Very Good	
Satisfactory	
Marginally Acceptable	
Unacceptable	

ADDITIONAL COMMENTS: Stephanie is a very loyal and dedicated employee.

REPORT PREPARED BY: John W. Keltner

DATE: 2/16/00

REPORT REVIEWED BY: John W. Keltner

DATE: 2/16/00

3 APPRAISAL WAS DISCUSSED WITH THE EMPLOYEE ON:

3/9/00

Signature of Employee [Signature]

8/11/98

The McCall Pattern Company

REQUEST FOR PERSONNEL ACTION

Date

110

Stephanie

M ☐ F ☒

050-36-0002

Last Name (Print)

First Name

Social Security Number

42 Union Avenue

Hewlett

New York

11557

Street

Apt. #

City

State

Zip

PLACE ON PAYROLL

REMOVE FROM PAYROLL

TRANSFER

REVISED JOB CLASSIFICATION AND/OR SALARY RATE

MEDICAL LEAVE OF ABSENCE

UNPAID LEAVE OF ABSENCE

XX OTHER: Change in next review date only.

XX EXEMPT

☐ NON-EXEMPT

XX REGULAR

☐ TEMPORARY

PRESENT STATUS

NEW STATUS

Department

Administrative Services

Administrative Services

Staff Number

09.505

09.505

Effective Date

September 1, 1998

Job Title

Director, Admin. Services

Director, Admin. Services

Grade

XI

XI

Date of Hire

Salary Range

\$51,060-77,694-104,327

\$51,060-77,694-104,327

Increase

Present Salary \$77,700/yr.

Decrease

Salary To Be \$77,700/yr.

Date of Last Review 3/1/97

% Increase 0

Amount of Last Review 0

COMMENTS

No salary action.

Next review date: March 1, 2000.

TERMINATIONS ONLY

19 Vacation Days

19 Vacation Days

Total Vacation Days

K. Butler

Supervisor Initiating Action

Date

Division Head

J. Hermann

Date

Date

Department Head

Final Authorization



Date

Date

The McGraw-Hill Companies

EMPLOYEE'S NAME Stephanie Tullo DATE HIRED 10 7 63
 EMPLOYEE'S JOB TITLE Director, Administrative Services TIME ON THIS JOB (Month) (Day) (Year)
 SUPERVISOR'S NAME Marvin Zemel DATE THIS REPORT SENT TO SUPERVISOR July 7, 1998 (To be completed by supervisor)

FACTOR TO BE RATED	FOR EACH FACTOR, CHECK THE STATEMENT THAT MOST ACCURATELY DESCRIBES THIS EMPLOYEE.				
KNOWLEDGE OF WORK <i>Knowledge and understanding of all phases of this job and related jobs.</i>	Has an unsatisfactory knowledge of this job.	Fair knowledge, but needs more training.	Has a good working knowledge of job.	Well informed on all phases of job.	Has a thorough knowledge of this and other jobs. ✓
COMMENT:					
QUALITY OF WORK <i>Accuracy and thoroughness with which work meets recognized and accepted standards of performance.</i>	Below standard. Needs constant checking.	Usually acceptable but must be checked occasionally.	Meets accepted standards regularly. Needs very little checking.	Uniformly accurate and thorough.	Maintains highest quality standards. ✓
COMMENT:					
QUANTITY OF WORK <i>Volume of work based upon recognized standards of performance.</i>	Consistently low and behind schedule.	Fair amount. Should be increased.	Steady producer. Regularly meets recognized standards.	Always turns out a good volume. ✓	Unusually high output.
COMMENT:					
DEPENDABILITY <i>Compliance with instructions and regulations. Reliability under varying circumstances.</i>	Frequently undependable.	Fairly dependable, but requires more than normal follow-up.	Dependable under normal circumstances.	More than normal dependability.	Thoroughly reliable on all assignments. ✓
COMMENT:					
COOPERATION <i>Cooperation with associates, superiors and others.</i>	Uncooperative, careless and indifferent. Irritates others.	Indifferent to importance of co-operation. Occasionally creates unfavorable impression.	Meets others halfway. Does not create unsatisfactory impression.	Always helpful and cooperative. Creates good impression.	Goes out of way to be cooperative. Gets work done smoothly. Creates outstanding impression. ✓
COMMENT:					


EFFECTIVENESS OF PLANNING <i>Planning, i.e., determining what shall be done; or when; where, or by whom; or how work shall be done.</i>	Planning is frequently ineffective or too late.	Planning is sometimes incomplete, ineffective, or too late.	Planning generally complete, effective and usually thorough.	Planning almost always sound and effective, complete and on time.	Planning always sound and effective, complete, thorough and on time. 
COMMENT:					
SUPERVISORY RELATIONSHIPS <i>Ability to secure results through subordinates.</i>	Ineffective in handling subordinates.	Handles all supervisory aspects of his job in satisfactory manner.	Is an outstanding supervisor. Builds and maintains high employee morale and motivates subordinates to a high level of performance. 		
COMMENT:					

IDENTIFY STRENGTHS: *Stephane is well informed on all phases of his job.*

IDENTIFY AREAS NEEDING IMPROVEMENT:

WHAT ADDED TRAINING OR EXPERIENCE WOULD MAKE THIS EMPLOYEE MORE VALUABLE?

WHAT IS THIS EMPLOYEE'S ALL AROUND JOB PERFORMANCE? (CHECK THE STATEMENT BELOW THAT BEST DESCRIBES YOUR APPRAISAL OF THE EMPLOYEE.)

DESCRIPTION OF ALL AROUND JOB PERFORMANCE	CHECK
Outstanding	
Very Good	
Satisfactory	
Marginally Acceptable	
Unacceptable	

ADDITIONAL COMMENTS:

REPORT PREPARED BY: *John Jewel*

DATE: *July 27, 1998*

REPORT REVIEWED BY: *[Signature]*

DATE: *Aug 16, 1998*

WAS APPRAISAL DISCUSSED WITH THE EMPLOYEE ON:

Signature of Employee

Employee refused to sign.